



Proctored Exam Instruction Form

Website: www.pcc.edu/resources/testing

Cascade Testing Center	(SSB 204)	(971) 722-5234	testing.ca@pcc.edu
Hillsboro Testing Center	(H123)	(971) 722-6800	sswint@pcc.edu
Newberg Testing Center	(Rm 101A)	(971) 722-8602	newberg.center.testing@pcc.edu
Rock Creek Testing Center	(Bldg 9/118)	(971) 722-7523	testing.rc@pcc.edu
Southeast Testing Center	(SCOM 118)	(971) 722-6277	testing.se@pcc.edu
Sylvania Testing Center	(CC 212)	(971) 722-4131	testing.sy@pcc.edu

Instructor Information and Responsibilities Proctored Exam services should be used **only** when students cannot attend regularly scheduled tests with the instructor.

All students must provide valid photo identification.

Due to limited seating, **no more than four students per instructor** may be tested at any one Proctored Exam time period.

Instructors are required to fully inform the student on what is expected of them when they utilize proctored testing.

Test Information Instructor _____ Phone: _____
Course _____ Email: _____

Exam Instructions Max time limit _____ Exam title _____
Exam deadline _____

Circle all that apply
Books allowed? Scantron(s)? Calculator? grf/sci?
Notes allowed? Blue book(s)? Exam page count? _____

Mark return option _____ Send via campus mail to (2+ business days return) _____
_____ Hold for instructor pick-up
_____ Scan and email

Special Instructions

Students full names

